

DEPARTMENT OF THE ARMY
PORTLAND DISTRICT, CORPS OF ENGINEERS
P.O. Box 2946
Portland, Oregon 97208-2946

CENPP-OP
Regulation
No. 1125-2-15

25 August 1994

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Plant
OPERATION AND MAINTENANCE OF DISTRICT HOPPER DREDGES
SUBSISTENCE AND QUARTERS

1. PURPOSE. This regulation prescribes local policies for entitlement to subsistence and quarters and establishes standards and procedures for the operation of galleys and quarters aboard District hopper dredges.

2. APPLICABILITY. This regulation is applicable to all employees of the Portland District (NPP).

3. REFERENCES. Required references are listed below.

a. DOD Joint Travel Regulation, Volume 2. Cited in paragraphs 4b(2)(a), 9b(1), and 10a.

b. ER 1125-2-305 (Use, Loan, Lease and Hire). Cited in paragraph 4b(3).

c. ER 1125-2-307 (Subsistence - Quarters & Allowance). Cited in paragraphs 4a, 5a, 8, 8b, 9a(3), 11, and 11a.

d. NPPR/NPDOM 700-2-1 (Requesting Equipment, Supplies and Services). Cited in paragraph 6b.

4. ENTITLEMENT TO SUBSISTENCE AND QUARTERS.

a. ER 1125-2-307 provides general guidance relating to entitlement to subsistence and quarters aboard District dredges. Corps of Engineers personnel who are on official duty status on board District dredges on a temporary basis, on TDY orders, or in situations that do not require TDY orders, are entitled to meals and quarters aboard a dredge without charge, upon approval of the Master on duty. Meals and quarters furnished will be signed for on ENG Form 3135.

b. Persons Eligible. When the Chief, Dredge Operations Section, Navigation Branch, Operations Division, determines, in the best interest of the Government, that messing and/or quartering facilities are available, these facilities may be furnished to the following personnel without charge:

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*This regulation supersedes PDR 1125-2-15, 1 February 1985.

* (1) Civilian employees assigned full time to the District hopper dredge.

(2) Other Corps of Engineers personnel, in an official duty status on the District dredge under situations that do not specify per diem. Eligibility may be established by:

(a) TDY orders, specifying reduced or no per diem, (VOL 2, JTR).

(b) Group authorization letters or forms signed by Chief, Dredge Operations Section, covering several employees whose duties will require their presence aboard the District dredge.

(c) Individual authorization letter or form, signed by Chief, Dredge Operations Section, for an employee whose duties will require his/her presence aboard the District dredge.

(3) Federal and State officials as prescribed in ER 1125-2-305.

c. Procedures. Personnel requiring subsistence and quarters onboard the dredge, per paragraph 4a above, will coordinate times with the Chief, Dredge Operations Section, prior to going to the dredge. The Master will be informed of impending visitors in sufficient time to assure proper arrangements are made.

5. TARGET ALLOWANCES.

a. Procedures for Securing Approved Target Allowances. In January of each year, Dredge Operations Section will develop proposals for the subsequent calendar year's Raw Ration Target Allowance for each dredge in accordance with provisions of paragraph 4g(1), ER 1125-2-307. The proposal will be submitted through the Chief, Resource Management Office to the District Commander for approval not later than 1 February. Subsequent approved allowances will be published as an amendment to NPPR 1125-2-15, Appendix A.

b. Target allowances for cost of uncooked ration and galley staffing for each meal are established at Table 1, Appendix A.

6. SUBSISTENCE SUPPLIES.

a. Standards. Medium-priced commercially available food products will be purchased in accordance with Federal grades and specifications. When purchasing subsistence supplies, specific brands may not be specified without adding the qualifying phrase "or equal".

b. Requisitioning Procedures. Requisitions for subsistence supplies will be processed in accordance with procedures outlined in NPPR/NPDOM 700-2-1.

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- * c. Receiving. As soon as practicable after subsistence supplies are delivered, a check will be made to determine (1) the quantity received in pounds, cans, cases, or other specified units, (2) loss due to spoilage or damage not the fault of the Government and (3) that supplies delivered conform to the order. Only the actual quantities received, less spoilage or damage through fault of the vendor, will be shown on the Receiving Report. Corrective action for all discrepancies or damages shall be taken by the individual signing the Receiving Report in accordance with applicable requisition regulations. Receiving Report and Accounting Entry/Reference Document, ENG Form 4480, will be prepared and forwarded in accordance with standard procedures.

7. RECORDS AND REPORTS.

a. Subsistence Stock Record. In order to provide data for control and evaluation of mess operations, Subsistence Stock Record, NPP Form 292, will be prepared by mess stewards. A new NPP Form 292 will be initiated for each period covered by Monthly Report of Receipts and Issue of Subsistence and Supplies, NPP Form 251. NPP Forms 251 and 292 will be stocked at the logistics warehouse.

b. Monthly Report of Receipt and Issue of Subsistence and Supplies, NPP Form 251.

(1) Purpose. NPP Form 251 provides Portland Accounting Section with data necessary for computation, distribution, and reporting of costs of subsistence and operating supplies consumed by District dredges.

(2) Instructions. Inventories will be prepared on NPP Form 292 on or about the 25th of each month and given to the Ship's Clerk for preparation of the NPP Form 251. The 251 Report is submitted through Dredge Operations Section to reach the Portland Accounting Section by the last day of the month.

8. ALLOWANCES IN LIEU OF SUBSISTENCE AND/OR QUARTERS. ER 1125-2-307 provides policy and procedures governing these allowances. The following supplemental guidance is furnished:

a. Requests for allowance will be submitted by employees individually on DD Form 1351-2 and pre-printed memorandum, subject, Request for Subsistence and/or Quarters Allowance, shown at Appendix B. Such requests will be accompanied by Accounting Entry/Reference Document, ENG Form 4480, and forwarded through the supervisor and dredge Master to Chief, Dredge Operations Section for approval/disapproval.

b. Mileage allowance is not authorized in conjunction with subsistence and/or quarters (S&Q) except when criteria are met under paragraph 7b, ER 1125-2-307. Request for Transportation Allowance will be submitted by employees individually on DD Form 1351-2 and pre-printed memorandum, subject: Request for Allowance in Lieu of Subsistence and Quarters, shown at Appendix C.

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* c. Advance for S&Q allowance, if desired, will be obtained by the employee using their individual American Express government travel credit card. When S&Q is authorized and claimed, crewmembers are required to submit claims upon returning to the vessel after their off-duty days.

d. S&Q allowance may not be paid when employees return to their domicile on their days off; when in a leave or furlough status; or when transportation allowance is issued in lieu of S&Q as being more advantageous to the Government.

e. Commercial lodging receipts are required for all quarters used.

9. CONDITIONS UNDER WHICH SUBSISTENCE AND QUARTERS ALLOWANCES ARE PAYABLE.

a. The appropriate allowance, will be paid eligible employees when the determination has been made that:

(1) Adverse weather conditions or similar circumstances beyond the control of the employee or the Corps of Engineers prevent transportation of the employee from a previously designated pickup point on shore to the vessel, which results in the District being unable to furnish meals and/or quarters. Similar circumstances would include situations such as failure of the crew launch to make a scheduled run or inability to notify returning employees of a change in pickup point, when such lack of notification results from circumstances beyond the control of the employee.

(2) Quarters or subsistence or both, are not available on the vessel while it is undergoing repairs during the OPERATING season. On-duty crewmembers will receive an allowance for all meals missed, and a quarters allowance will be provided to those living outside the local travel area established by Portland District's Logistics Management Office.

(3) Quarters or subsistence or both, are not available on the vessel while it is undergoing repairs during SEASONAL LAYUP. Allowances are payable only to crewmembers who are eligible to receive authorized subsistence and quarters during the regular operating season. Crewmembers who reside outside the commuting distance of the seasonal tie-up location will receive S&Q allowance on days actually worked. Crewmembers who reside within the commuting distance of the seasonal tie-up location will receive only the mid-day meal allowance, in accordance with ER 1125-2-307, para 6 b(3).

b. Allowances are not payable when:

(1) Normal travel and per diem allowances are appropriate under Volume 2, JTR.

(2) The employee is not at the designated pickup point at the scheduled time for transportation to the vessel, unless exceptional circumstances justify a waiver by the District Commander or his/her delegated authority, ref par 6b(2), ER 1125-2-307.

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(3) The pickup point, or the repair work, is within commuting distance of the residence of the employee, so that commercial lodging is not required. Meal allowance will be authorized, since additional expense is incurred, subject to the criteria in paragraph 9a(3) above.

(4) A determination is made that circumstances are such that the employee would not have been present to use Government-furnished subsistence and quarters, even if such facilities had been made available; i.e., when the employee has returned to residence on normal days off or is on sick leave at residence.

10. ALLOWANCE IN LIEU OF SUBSISTENCE AND QUARTERS.

a. The amount of the allowance is limited to the employee's actual cost for lodging and an allowance for meals and incidental expenses, but may not exceed the per diem expense maximums set forth in the Department of Defense Joint Travel Regulations, VOL 2, for the area where the lodging and/or meal expenses were incurred. Allowances and reimbursement for individual meals should not exceed the amounts specified in paragraph C, JTR Vol 2.

b. Reimbursement for meals only will be limited to the specified meal and incidental expense allowance rate for the area where the meal costs were incurred. Under no circumstance may total daily reimbursement for meals and lodging exceed the per diem/actual expense rate applicable to the area where the expenses were incurred.

11. TRANSPORTATION ALLOWANCE. Allowance for travel in lieu of S&Q allowance is authorized when at least one of the circumstances, as indicated in para 6a(3) of ER 1125-2-307, apply, or it is determined by Chief, Dredge Operations Section, that mode of travel is more advantageous to the Government. The following guidelines apply:

a. Airline tickets or transportation may be provided in lieu of S&Q when the dredge is operating outside the normal area of operations, in compliance with para 6a(3) of ER-1125-2-307. Tickets may be issued from home base, Portland, Oregon, or domicile, whichever is less, to or from the new dredge site.

b. Travel may be by private auto. Only the owner of the vehicle is entitled to a transportation allowance for actual mileage expense limited to the cost of common carrier. Actual mileage must be reflected on the DD Form 1351-2 reimbursement claim. Other passengers are entitled to the appropriate S&Q allowance for the travel time.

c. Travel by commercial air requires ticket receipt with reimbursement claim.

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- * d. All claims for transportation allowance in lieu of S&Q will be submitted in the same format as shown in paragraph 8a above. *


FOR THE COMMANDER:

3 Appendices

App A - Raw Ration Target
Allowance

App B - Request for
Subsistence and/or Quarters Allowance

App C - Request for Allowance in Lieu of
Subsistence and Quarters


STEVEN G. WABNITZ
Major, EN
Deputy Commander

DISTRIBUTION:

CENPP-PO-E
CENPP-LM-OT
CENPP-RM-F
CENPP-RM-FP
CENPP-OP-N
CENPP-OP-ND (3)
CENPP-OP-NDE (50)
CENPP-OP-NDY (50)

APPENDIX A

Table I

Target Allowances
CY 19__-19__
Hopper Dredges ESSAYONS and YAQUINA

Target allowances on cost of uncooked rations and labor to prepare and serve each meal, and galley staffing allowances for calendar years 19__ - 19__ are established as follows:

<u>Raw Ration</u> <u>Target Allowance</u>	<u>Labor Cost of</u> <u>Preparation and</u> <u>Serving Meal</u>	<u>Galley Staffing</u> <u>Allowance</u>
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APPENDIX B

CENPP-OP-ND

MEMORANDUM FOR Chief, Dredge Operations Section

SUBJECT: Request for Subsistence and/or Quarters Allowance

1. I request payment of the following allowances:

NUMBER	AUTHORIZED ALLOWANCE	TOTAL
___ Breakfast	_____	_____
___ Lunches	_____	_____
___ Dinners	_____	_____
___ Lodgings	_____	_____

2. These amounts are due me because:

a. I was at the prescribed pickup point, _____ at _____ (hour) on _____ (date), but was not picked up as scheduled. I remained at the pickup point awaiting transportation. The circumstances of my failing to be picked up are attached.

--OR--

b. Subsistence and quarters were not furnished to me from _____ (date), until _____ (date), while the vessel on which I am employed was undergoing repairs at _____.

3. I certify that: (a) I was not on travel orders during the period specified above; and (b) I was not within commuting distance of my residence during the period lodging allowances are claimed; and (c) no allowances are claimed for any period I was in shore leave, annual leave, sick leave, at a location away from the plant, home leave, leave without pay, absence without leave, or furlough status.

Employee

1. Payment is recommended.

2. Employee authorized allowance in accordance with applicable regulations.

Master

Payment is approved under authority of 5 USC 5947 (b) and ER 1125-2-307 (or) disapproved for the following reasons:

Chief, Dredge Operations Section

APPENDIX C

CENPP-OP-ND

(Date)

MEMORANDUM THRU: Master, Dredge _____

SUBJECT: Request For Allowance In Lieu Of Subsistence and Quarters

1. I request payment for an allowance in lieu of subsistence & quarters not to exceed the least expensive cost of common carrier when the dredge changed location while I was off the dredge in an approved leave status or my off duty days.

2. The dredge moved from _____ to _____ and arrived at _____ on _____ (date). The new pickup point is _____.

3. I certify that: I was not on travel orders during the period specified above; I was in an approved leave or off duty status during this period; and, no government furnished transportation was provided to me.

4. I certify that my mode of travel was:

- a. Personal Auto - _____ miles at .25 cents per mile.
- b. Commercial Air - Cancelled ticket attached.

Employee Signature

FOR: Chief, Dredge Operations Section

Employee is authorized allowance in lieu of subsistence and quarters in accordance with applicable regulations.

Master, Dredge _____

FOR: Finance & Accounting Officer

1. Under the authority of 5 USC 5947 (b) and ER 1125-2-307, payment is approved/disapproved for the following reasons:

2. Constructive cost of common carrier is \$ _____.

3. Chargeable cost code is M__ VW 21 11__0 005 1020/250.

Chief, Dredge Operations Section